

LOWER PEOVER PARISH COUNCIL

VACANCY FOR CLERK

Lower Peover is a great place to live. It is uniquely placed in two unitary Authorities of Cheshire East and Cheshire West and Chester. It has approximately 450 residents on the electoral register in around 285 houses.

The Parish Clerk will coordinate and oversee a wide range of Council activities such as planning monthly meetings, minute taking, recording financial transactions, receiving details of planning applications, putting together the end of year accounts as well as monthly finance reports and bank reconciliation. The role also includes administration of the Parish Council Facebook site and web site.

The post is part time amounting to 20 hours per month but some months the hours may be more, with a salary in the range of £2800 – £3000 per annum depending on experience. The hourly rate is currently £12.12. The salary is based on local council pay scale LC1 grade 18-22.

The clerk will work from their home, be the primary point of contact for the Council and working with the councillors will set agendas for the council monthly meetings of which there are 5 per year. Normally meetings take place in an evening at Lower Peover Primary School. The Clerk would be expected to attend these meetings.

Computer skills are essential to achieve the varied communications required by a forward-looking local council. A knowledge of local council procedures would be desirable but not essential.

Applications should be made in writing to the Chairman of Lower Peover Parish Council by 18th August 2018 with your CV and a covering letter highlighting any relevant qualifications, experience and or interests which you feel would make you right for this job.

Louise Corlett

Woodside Cottage

Foxcovert Lane

Lower Peover

Knutsford

WA16 9QP

Or email loucorlett@btinternet.com